

CIVIL AIR PATROL
HEADQUARTERS TEXAS WING
P.O. BOX 154997 WACO TX 76715-4997

TX WING SUPPLEMENT
CAPR 60-1
01 JAN 06

Operations

CAP FLIGHT MANAGEMENT

CAPR 60-1. 10 JUN 2004, is supplemented as follows:

2-1. p. (added) Member owned/furnished aircraft shall not be used for any funded CAP flight activity (redcap, sarex, cadet orientation flights, etc.) unless submitted for approval in advance by the Wing Commander or his designee. To receive approval, submit a Request For Use Of Member Owned/Furnished Aircraft In A Funded Flight Activity (TXWG Form 60-1-6, TXWG Form 60-1-6a or TXWG Form 60-1-6e (email form)) to Wing HQ prior to the activity. The Wing Commander or his designee will then request further approval if required by regulation. After the flight activity, attach the approved TXWG Form 60-1-6, TXWG Form 60-1-6a, or TXWG Form 60-1-6e to the CAPF 108 to receive reimbursement. Incident commanders may request approval for a group of aircraft by using TXWG Form 60-1-6a. The TXWG Form 60-1-6a will be submitted with the completed mission paperwork. No reimbursement will be paid without the approved TXWG Form 60-1-6, TXWG Form 60-1-6a or TXWG Form 60-1-6e. Pilots of member owned/furnished aircraft are required to obtain a flight release in the normal manner, and those conducting cadet orientation flights must report the flight according to CAPP 52-7.

2-7.a (added) It will be the responsibility of each unit with flying activity to prepare a Monthly Flying Report.

a.1 Flying hours for corporate aircraft shall be recorded by each pilot on the Aircraft Flight Log (TXWG Form 60-1-2). The original flight log, a copy of the Aircraft Discrepancy Record (TXWG Form 60-1-3), and a copy of the Aircraft Maintenance Status Report (TXWG Form 60-1-4), shall be attached to the Monthly Flying Report (TXWG Form 60-1-1). The Monthly Flying Report will be generated using the Electronic MFR form and emailed to the Wing DO, Wing DO-D and Wing LGM via email address: texaswingmaint@yahoogroups.com

a.2 Units that have flying activity, but are not aircraft custodians, are not required to complete the TXWG Form 60-1-1, but only collect copies of each CAP Form 99 from that unit's FROs. However, the unit's operations officer will compile an internal report of that unit's flying activity for future reference.

a.3 Member owned/furnished aircraft shall be reported on a separate Monthly Flying Report (TXWG FORM 60-1-7) for each member owned/furnished aircraft, if that aircraft is used in support of CAP anytime during the reporting period. An Aircraft Flight Log (TXWG FORM 60-1-2) shall be submitted with each TXWG FORM 60-1-7, reflecting all hours flown by that member owned /furnished aircraft in support of CAP. Maintenance and discrepancy information items for member owned/furnished aircraft need not be reported.

a.4 Reporting periods are from the 1st of the month to the end of the month, and reports are due at Wing HQ by the 5th of the month following the end of the reporting period. It is the responsibility of the commander of the unit that has possession of the aircraft on the last day of the month to provide this report. Failure to submit complete and timely reports may result in corporate aircraft being reassigned.

a.5 All Monthly Flying Reports, including attachments, will be sent to Wing DO, Wing DO-D and Wing LGM via email address: texaswingmaint@yahoogroups.com.

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 60-1

OPR: DO

DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.

3-2. (added) All pilot designations shall be managed and approved through MIMS.

3-2.d. 6) (added) Instructor Pilot.

Must meet the requirements and performance standards to qualify for and attain a Technician Rating in the Stan/Eval Officer specialty, IAW CAPP 212. In unusual circumstances where an instructor pilot is required in a squadron with flying activity, and no other instructor pilots are reasonably available, Wing DOV may waive this requirement.

3-2.e. (added) Unit Commanders may nominate a Check Pilot candidate by submitting the request to the Wing Stan/Eval Officer (DOV). Included in the documentation will be a CAPF 5 administered by a Subordinate Stan/Eval Officer, recommending the candidate as a Check Pilot. After reviewing the documentation, if the Wing DOV recommends designation, then all requirements are entered and approved through channels using MIMS.

3-2.e. 7) (added) Check Pilot. Must meet the requirements and performance standards to qualify for and attain a Senior Rating in the Stan/Eval Officer specialty, IAW CAPP 212. In unusual circumstances where a Check Pilot is required in a squadron with flying activity, and no other pilots are reasonably available, Wing DOV may waive this requirement.

3-2.f. 4) (added) Annual online cadet(AFROTC) orientation quiz(s) and a CAPF 5 for each aircraft group must be entered/approved in MIMS in order to be designated a cadet (AFROTC) orientation pilot. The most current CAPF 5 must be annotated by the check pilot that the pilot is qualified to conduct cadet(AFROTC) orientation flights. Once the pilot is approved in MIMS and listed on the published approved cadet orientation pilot list, which is published on the operations section of the Texas Wing website, can(s)he be current and designated as a cadet(AFROTC) orientation pilot.

3-2.f. 5) (added) The cadet orientation pilot's list located on the Texas Wing Operations web site will be the officially authorized list as long as the pilot meets all other requirements.

3-2.g (added) All mission qualifications will be processed using MIMS/SQTR in accordance with CAPR 60-3.

3-4 a.5) (added): Within the previous 24 months, attend a CAP Pilot Continuation Training Program conducted IAW CAPR 60-11, complete FAA approved flight training for continuing aircraft qualification(Examples: FAA Type or Part 135 Recurrent Training), or complete FAA approved flight training resulting in a new rating. New CAP Pilots need to complete this requirement within one year of their initial CAP Form 5.

3-5.k. (added) Wing DOV will maintain a current list of Check Pilots on the Texas Wing web site. The CAPF 5s of a CAP member who is transferring from another wing will be accepted in Texas Wing until the next due date. Transferring members will accomplish a local orientation flight with a current CAP pilot prior to acting as PIC in Texas Wing aircraft. This orientation flight can be combined with the orientation flight required in CAPR 60-3 if it is accomplished with a current mission pilot.

3-5.1. (added) Each Check pilot and Mission Check pilot shall by the 5th of January and July submit a report to the Wing DOV consisting of the following:

1) Names of all pilots given CAPF 5/91 flight checks, passed or failed, during the previous six months.

2) A narrative of trends that the check pilot has observed (no names). This report may be sent by email.

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 60-1

OPR: DO

DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.

3) In case of a failed flight check, the Checkpilot or Mission Check Pilot will immediately notify Wing DOV. Wing DOV will in turn notify the Wing Commander. A copy of the failed CAPF 5/91 will be forwarded to Wing DOV.

4) Even if no checks are accomplished in a six month, negative reports are required. Failure to submit semi-annual reports will result in the pilot being removed from the current Check Pilot/Mission Check Pilot list.

5) Wing DOV will report these flight check numbers and trends to CAP/DO via the CAP trend analysis report.

3-6.b. & e. (added) Texas Wing Form 17a "Application for Senior Member Activities" is be used to request and approve Senior Member Instrument, Commercial, or Glider flight training. The TXWG Form 17a will approve training for up to 12 months and will be retained in the pilots file during training. A copy of all TXWG Form 17a approved for glider training will be retained at Wing Headquarters for five years.

3-7.b. 5) (added) Subordinate Stan/Eval Officer. Must meet the requirements and performance standards to qualify for and attain a Master Rating in the Stan/Eval Officer specialty, IAW CAPP 212. In unusual circumstances where a Subordinate Stan/Eval Officer is required and no other qualified pilots are reasonably available, Wing DOV may waive this requirement.

3-9.a. (added) Mission Check Pilots must complete the National Check Pilot Course every four years after their initial completion. Unit Commanders may nominate a Mission Check Pilot candidate by submitting by the request to the Wing Stan/Eval Officer (DOV). Included in the documentation will be a CAPF 91 administered by a Subordinate Stan/Eval Officer, recommending the candidate as a Mission Check Pilot. After reviewing the documentation, if the Wing DOV recommends designation, then all requirements are entered and approved through channels using MIMS.

3-9.c. (added) All CAPF 91 flight checks will be accomplished with a current Mission Check Pilot on orders at Texas Wing HQ. Wing DOV will maintain a current list of Mission Check Pilots on the Texas Wing web site. The Form 91s of a CAP member who is transferring from another wing will be accepted in Texas Wing until the next due date, subject to the provisions of CAPR 60-3, paragraph 2-6.

Table 3-1, Note 3. (added)

A Texas Wing CAP pilot who has a Form 5 in a C-172 shall not act as PIC of a corporate C-172R until that pilot has reviewed the C172R familiarization course found on the Texas Wing web site, and discussed the course with a Check Pilot. Documentation of said discussion shall be filed in the pilot's records required by CAPR 60-1, Para. 2-9.

4-6.c. (added) The original CAPF 99 will be submitted to the Wing DO-A, who will immediately forward copies to the Wing DO. If no flights were released by the FRO during the month, a negative report need not be submitted. FROs will also submit a copy of their monthly CAPF 99 to their unit Operations Officer for compilation of the Monthly Flying Report. FROs who do not make timely and correct submission of their CAPF 99 may be removed from the approved FRO authorization list.

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 60-1

OPR: DO

DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.

4-9.a. 2) (added) Any current Check Pilot who is also a current Flight Release Officer may train flight release officer candidates, using the FRO Training Program found on the Texas Wing web site, which complies with the CAP HQ FRO Training Program. Unit Commanders will document this training in the FROs personnel file prior to designation as a FRO. New Unit Commanders of units with flight operations will accomplish the FRO Training Program.

4-9.a. 6) (added) The FRO authorization letter shall be submitted to the Texas Wing DO-A by the 15th of March, June, September, and December; prior to the beginning of the next quarter.

//DRAFT//

BOBBY R. THOMAS, Maj., CAP
Administrative Officer

//DRAFT//

ROBERT F. ELDRIDGE, Col, CAP
Commander

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 60-1

OPR: DO

DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.